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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 6-71

17 March 1971

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES

2-7 May 1971

(This Seminar is in session from Sunday afternoon to Friday afternoon.)

LOCATION

25X1A

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill, and to familiarize participants with the Agency's overall planning system.

FOR

Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION

A one-week, in-residence course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and
declassification

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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PRECOURSE
WORK

Approximately 20 hours. Materials will be sent out on or about Wednesday, 14 April 1971.

REGISTRATION

Limited to 45. Submit Form 73, Request for Internal Training, to AIR/ISS/TR, Room 832, 1000 North Glebe Road. Closes Wednesday, 7 April 1971. No substitutions to be made after this date because of precourse work requirements.

ALLOCATIONS

Representation by all Directorates will enhance the value of the Seminar to the participants. Consequently, the following allocations are suggested:

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| Office of the Director | 2 |
| Directorate of Intelligence | 11 |
| Support Services | 11 |
| Clandestine Service | 15 |
| Directorate of Science and Technology | 6 |

TRAVEL ORDERS
AND COST

Responsibility of participating office.

ADDITIONAL
INFORMATION

On course content, call extension 2826. On registration, extension 2365.

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